

## *Vacancy Details*

**Personnel Notice:** 116-15  
**Date Announced:** 10/02/2015  
**Closing Date:** 10/12/2015  
**Command:** NAVSUP  
**Grade:** GS-11/12/13/14  
**Type:** Assistant Counsel

There is an anticipated vacancy for an attorney to serve as an Assistant Counsel within the Office of Counsel, Navy Exchange Service Command (NEXCOM) Headquarters, located in Virginia Beach, Virginia. The NEXCOM Office of Counsel has five attorneys and four support staff at the Headquarters in Virginia Beach. NEXCOM also has an attorney-adviser in its European District Office (EDO) and one attorney and one support staff at NEXCOM's Western District Office (WDO) in San Diego, CA. NEXCOM is a field office of the Naval Supply Systems Command (NAVSUP) Office of Counsel headquartered in Mechanicsburg, Pennsylvania.

NEXCOM is an Echelon III Command tasked with providing administrative and technical support for the worldwide Navy Exchange Enterprise, which is comprised of not only the Navy Exchange retail stores (\$3 billion dollars in annual sales); but also the Ship's Store Program; the Navy Lodge Program; the Navy's Personal Telecommunications Program Office; and the Navy Uniform Program. NEXCOM has approximately 12,000 civilian employees, the vast majority of whom are non-appropriated fund instrumentalities (NAFIs) employees not covered by most programs administered by the Office of Personnel Management.

The NEXCOM Office of Counsel has a varied workload covering many traditional OGC practice areas. While this position is primarily focused on acquisition and contract law, the successful candidate will be expected to demonstrate a knowledge of, and provide guidance in, ethics and standards of conduct, FOIA, fiscal law, arbitration and union related issues, litigation, client counseling, as well as provide advice and representation in those areas of the law unique to nonappropriated fund instrumentalities (NAFIs). A background in business and commercial law is also valuable. The successful candidate will be expected to play a lead role in representing the NEXCOM Headquarters Command in all aspects of federal acquisition and contract (pre and post) award actions; counseling on all aspects of contract administration, including advising senior acquisition and procurement experts at contract review boards; prosecuting claims before the Armed Services Board of Contract Appeals; and providing litigation support for matters in the Court of Federal Claims and other Federal courts.

This position is rated GS-11/12/13/14 and has a full performance level of GS-14. To be selected at the GS-11 level, the applicant must have at least one year of experience. If an applicant is a recent law school graduate and or has less than one year of legal experience, the applicant must have superior law student work as demonstrated by: graduating in the top third of their law school class, work or achievement of significance on an official law review or journal, or a special high-level honor e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be selected at the GS-12 level, the applicant must have at least two years of professional relevant legal experience. To be eligible for the GS-13 position, the applicant must have in excess of two years of professional relevant legal experience. To be eligible for the GS-14 position, the applicant must have at least three-and-one-half years of professional relevant legal experience. While selection may be made at any of the rated GS grades, it is targeted for either the GS-13 or GS-14 level.

Applicants will be evaluated on: (1) The depth and quality of their experience in federal acquisition law; (2) their experience in other OGC practice areas identified above; (3) the strength of their oral and written communications skills; (4) their research and analytical skills; (5) their ability to work both independently and as part of a team; and (6) their interpersonal skills, including their ability to develop and maintain strong relationships with senior clients.

Familiarity with NAVSUP and the Department of the Navy is preferred. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice are desired. Knowledge of NAFI issues and Navy organizations will be a definite plus. The successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Interested attorneys may contact Mr. Timothy P. Murphy, Counsel, NEXCOM at 757-631-3610, or Mr. Carl Walker, Deputy Counsel, NAVSUP at 717-605-5880 for additional information.

To apply, applicants must submit a resume, OF-612 or SF-171, a cover letter that addresses the evaluation criteria for this position, two legal writing samples, (NTE 10 pages each), two most recent performance appraisals, if available; and names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applications must include current grade (if applicable), salary requirements and projected availability. Current federal employees must also provide a copy of their most recent SF-50 form.

Electronic applications are highly encouraged and should be sent to [norma.crowther@navy.mil](mailto:norma.crowther@navy.mil).

Documents sent by regular mail, Federal Express, or similar delivery services should be addressed to:

Norma Crowther  
Naval Supply Systems Command  
Office of Counsel  
5450 Carlisle Pike, P.O. Box 2050  
Mechanicsburg, PA17055-0791

This personnel notice will close at 11:59 PM EDT on October 12, 2015 and applications must be received by that date to be considered. Please note that deliveries via U.S. Postal Service are often delayed and may cause the application to be untimely.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.fedshirevets.gov](http://www.fedshirevets.gov) and [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Veteran Employee Info Guide". There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.